



Charitable Companies

CSD-1388B

Application for the Commission's consent to alterations to the memorandum and articles of association and notification of change of name

Notes to the form

You can use this form to supply:

- information that will enable us to consider whether the Commission can approve your proposed amendments; or
- notify us of a change of name for your charity.

It is important that you complete this form in full and supply the information requested. Please note that amendments that require the Commission's consent **must be in draft only**.

Before completing this form please refer to the summary guidance note **CSD 1388A**, and our guidance **OG 47 B2** which should help you determine if the Commission's consent is required and what other documentation you may need to send. If your amendments include changes authorising the provision of benefit to specific individuals **only** then please complete our **form CSD 1381C**.

Warning to signatories: Anyone who knowingly or recklessly provides false or misleading information on this form will be guilty of an offence under section 11(1)(b) of the Charities Act 1993.

How should this form be completed?

Section 1 must be completed in all cases
 Section 2 must be completed where you are amending the objects
 Section 3 must be completed where you are amending the name
 Section 4 must be completed where you are amending the dissolution clause
 Section 5 must only be completed where the amendments include authorisation for a general power to benefit to be obtained by the directors or members of the company or persons connected to them.

How should this form be signed?

This form can be signed by:

- (a) one or more of the trustees; and/or
- (b) some other person having competent knowledge of the facts such as the clerk or secretary to the trustees and signing on the trustees behalf.

Section 1

Charity details

Charity registration number

Charity name

Please tell us who to contact if we need further information

Telephone number

E-mail

Section 2**The objects**

What are the proposed new objects of the charity?

What are the reasons for adopting the new objects?

Section 3**The new name**

What is the new name of the charity?

Now send us your certificate of change of name or we will be unable to make the required change.

Section 4**Amending the dissolution provisions**

Describe the proposed new clause

Describe why this power is being amended. Where a body which previously benefited under the clause no longer does so, please confirm that the body has consented or set out the reasons for removing the body as a beneficiary of the clause

Section 5**Trustee payments/benefits****Amendment which permits trustee benefits**

Describe how this amendment is in the interests of the charity and what arrangements will be in place to manage any potential conflict of interest

If amendment only removes an express prohibition on trustee benefits

Please confirm:

- the trustees did not vote on the amendment
- the members who were not trustees were sufficient to form a quorum
- the charity is not conferring any benefit on trustees other than trustee payments within the meaning of s73A and the trustees will comply with the conditions for such payments in s73A of the Charities Act 1993

Describe the actual changes to the memorandum/articles which will result

Section 6**Certification****I/We Certify as follows:**

- (i) In respect of any amendment described in this form the trustees are satisfied that the proposed amendment is in the best interests of the charity.
- (ii) In respect of any amendment described in section 5.

That the trustees have read and considered our guidance contained in **CSD 1381A** and our publication **CC11** and are satisfied that the addition of this power is in the best interests of the charity.

Declaration signed by:

Name

Capacity

Address

Postcode

Signature

Date

Section 6**Certification (continued)**

Name	<input type="text"/>		
Capacity	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

If you have e-mail access we can deal with your request more quickly. Please send the documents to:

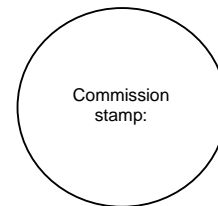
enquiries@charitycommission.gov.uk

Or send this completed form and the associated documents to:

Charity Commission Direct
PO Box 1227
Liverpool
L69 3UG

Section 7**For Charity Commission use only****Consent:**

A copy of this application will be retained with the key documents for the charity.



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